

Create Outlook Contacts & Create a Distribution List

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How to Create Outlook Contacts & Create a Distribution List

Create Contacts:

1. Log in as yourself and open Microsoft Outlook.
2. In the left hand column, toward the bottom of the page, look for the **Contacts** folder.
3. Click on Contacts once to open it.
4. If you are creating a Distribution List of parent addresses, you will need to enter their addresses individually as Contacts first. The 2nd step (below) is to create the Distribution List from these individual entries.
5. In the middle section of the screen, under the title **Contacts**, right-click in a blank area.
6. From the short menu that pops up, select **New Contact**.
7. On the window that opens, enter your Contact information. The minimum requirements are Full Name and Email. You can add additional information if you wish. If a family has multiple email addresses, I would suggest you make a separate Contact record for each email address. You will see why later when we create the Distribution List.
8. When you have entered your information for the contact, you can select either Save & Close or Save & New from the top choices. Save and Close will return you to your Contact window, Save and New will give you another blank Contact form.
9. Once you have entered all of the individual contacts you are ready to create the Distribution List. You can always add, change or remove contacts as necessary. You will also be able to add, change or remove contacts from your Distribution List as necessary.

Create a Distribution List:

1. To create a Distribution List, open the **Contacts** folder if it is not already open.
2. In the middle section of the screen, under the title **Contacts**, right-click in a blank area.
3. From the short menu that pops up, select **New Distribution List**.
4. Enter a Name for your list.

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5. Click the **Select Members** button (fifth button from the left).
6. In the window that opens, click the down arrow under **Address Book**.
7. Pull the slider all the way to the bottom and click **Contacts**.
8. A window will open that lists each contact in your Contact folder.
9. Double click on each entry that you want added to the Distribution List that you are creating. As you click each name, it will be added to the Members line near the bottom of the window. When you have all the names selected, click OK.
10. The names and their email addresses will appear in the block under the name of the Distribution List. Then Save & Close the list.
11. You will now see an entry in your Contacts folder for this Distribution List.
12. **NOTE::: Caution! If you need to remove a name from an existing Distribution List, DO NOT click DELETE. That deletes the entire Distribution List! To remove a name, click REMOVE.**

Using the Distribution List:

1. To send an email to the people on your Distribution List, go to your Outlook Mail folder.
2. Open a New email.
3. Click the To: button.
4. In the window that opens, click the down arrow under **Address Book**.
5. Pull the slider all the way to the bottom and click **Contacts**.
6. Double click the Distribution List. It will be put in the To: position on your new email. (And until your computer is re-imaged, any time you create a new email and start typing the name of the Distribution List in the To: field, it will be offered as an auto-entry for you!)

If you have any questions, please contact Dian Hofstad, TOA.